

DEPARTMENT OF THE ARMY
U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Memorandum
No. 25-31

17 May 1999

Information Management: Publishing and Printing
PRINTING SERVICES PROCEDURES

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1. PURPOSE. This memorandum provides guidance for using Defense Printing Service, establishing a printing account, appointing and assigning duties of printing control officials, processing printing requests, indicating services provided by Defense Printing Services, and listing items that should not be reproduced.

2. REFERENCE. AR 25-30, 28 Feb 89, The Army Integrated Publishing and Printing Program

3. UTILIZATION OF DEFENSE PRINTING SERVICE (DPS).

a. All appropriated funds organizations **must** use DAPS IAW with Defense Directive Number 5330.3, DMRD 998, and Title 10, United States Code.

b. The use of DAPS for nonappropriated funds organizations is optional.

4. LOCATION AND SERVICES OF THE DEFENSE PRINTING SERVICES (DPS).

a. Fort Sill's DAPS office is located at 340 Randolph Road. Telephone 442-2119/4305, Fax 442-6141.

b. Major services provided by DAPS are--

(1) Consultation. Provides professional and technical assistance for planning, preparation, layout, design, and automation of forms, publications, and other printing related services.

(2) Composition. Various composition, copy preparation, and related design services including the setting of type by various desktop publishing and phototypesetting methods are available.

(3) Reprographics. Complete copying, duplicating, and engineering reproduction services are available including reproduction in full and half-size copies.

(4) Micrographics. A wide variety of microfiche products may be obtained through their office.

(5) Printing. DAPS produces or procures, through GPO, the full spectrum of publishing and printing related requirements for its customer activities. These range from conventional printing to state of the art automated publishing and electronic printing support including engineering reproduction, copying/duplicating, silk screen printing, metalphoto, binding/finishing, and micrographic related products and services.

(6) DAPS will accept camera ready copies, jobs saved as print files on 3 ½ or 5 ¼ high or low density disks, or jobs sent to them via electronic mail, which is the preferred method. However, Fort Sill organizations (except tenant organizations) using electronic mail method must still process request through DOIM IAST. Editing services are also available at additional cost.

(7) Commercial Procurement. If DAPS does not have the capability to provide services locally, they will work through the GPO to provide the service through contacting commercial sources.

5. ESTABLISHING A PRINTING ACCOUNT AND APPOINTING ACTIVITY PRINT CONTROL OFFICERS.

a. Forward requests to establish a separate printing account to DOIM IAST or via E-Mail to (heaterj@doimex1.sill.army.mil). The request will include justification for establishing a separate account

b. Once approved, the requesting activity will appoint an Activity Print Control Officer (APCO)/alternate and forward a copy of the appointment to DOIM IAST. Upon receipt of the appointment, the Installation Print Control officer (IPCO) will assign the organization a 3 digit account number. Use this account number on all print requests.

6. PRINT ACCOUNT HOLDERS RESPONSIBILITIES. Activity Print Control Officers and their alternates are responsible for-

- a. Verifying dollars are available.
- b. Ensuring printing is mission essential, authorized, and the minimum of copies are ordered.
- c. Ensuring current year Printing/Reprographics Request (DPS-FSDBO Form 5604) is filled out accurately and completely.
- d. Signing and dating the DPS-FSDBO 5604 and forwarding to IPCO for assignment of print control number. Tenant organizations do not require a print control number and will submit their Forms 5604 directly to DAPS for processing.

7. DOIM PRINT REQUEST PROCEDURES.

- a. General.
 - (1) Normally, for routine printing, DAPS can process requests within 10 working days of receipt. However, for more complex jobs and jobs requiring special processing (editing, reproduction of forms, Privacy Act clearance) the time required to finish the job may be as much as 30 days or more. To ensure completion of the job when you need it plan ahead.
 - (2) For other than tenant organizations, the Installation Print Control Officer will screen the request to-
 - (a) Ensure that public law and regulations are complied with.
 - (b) Verify information on DPS-FSDBO 5604.

(c) Enter information into the automated print control system. The print control system will assign a print control number, enter a job cost estimate, and adjust print target balance. Estimates are based on fixed cost per copy and depending on the complexity of the work requested the actual cost of the job may be significantly different. The IPCO will forward to DAPS for action. DOIM will return incomplete DPS-FSDBO 5604s to account holders for correction.

(3) Upon completion of the job DAPS will notify or make distribution as indicated on the DPS-FSDBO 5604. Organizations may request a copy of the DPS-FSDBO 5604 detailing actual job cost when picking up the finished product.

(4) For other than tenant organizations, the IPCO posts actual printing costs as required into the automated print control system. Once this information is entered, the program will automatically update your balances, jobs pending information, and available funds remaining.

8. TRACKING PRINT COSTS AND REQUESTS (Nontenant Organizations Only). The automated print request program is available by accessing DOIM IAST's Home Page (<http://sill-www.army.mil/doim>) and may be used to track printing jobs, estimates, actual expenditures, and account balance. For APCOs or alternates to have access to this program, submit a request via e-mail to DOIM IAST (heaterj@doimex1.sill.army.mil).

9. PRINTING BUDGET TARGETS (Nontenant Organizations Only). Printing budget targets are established annually and are based on the amount of dollars DOIM is allocated and prior year usage by established nonreimbursable print account holders.

10. BUSINESS CARDS.

a. Commanders/directors are responsible for determining which employees should have business cards. Granting approval must be based on the fact the employee's dealings with outside organizations (off-post) further enhances the organization's statutory mission.

b. Once the commander/director approves an employee's use of business cards, appropriated funds may be used to have DAPS print the business cards using the standard business card stock. Standard business card stock will contain the DOD Seal, cross cannons, or fires logo, black and white printing and logo, and white card stock. Activities need to indicate in the remarks section of DPS Form 5604 whether they want the DOD seal, cross cannons, or fires logo placed on their business cards.

c. In addition to the above, business cards will contain the following information.

- (1) Individual's Name.
- (2) Individual's Title (optional).
- (2) Office Mailing Address.
- (3) Office Location (building, street, room).
- (4) Office Telephone Number (commercial/DSN/Fax).
- (4) Electronic mail and/or Web Address (optional).

11. METHOD OF PAYMENT.

a. Fort Sill Organizations. These organizations submit their print requests through DOIM to DAPS. DOIM pays the cost and organizations reimburse DOIM for any costs above their target amount.

b. Tenant Organizations. These organizations submit their print requests directly to DAPS. Acceptable method of payment is the IMPAC card.

12. COMMONLY REQUESTED PRINTING JOBS THAT ARE NOT AUTHORIZED.

a. Printed invitations, except as authorized for general officers.

b. Wall and desk calendars.

c. Copyright materials without written authorization from the copyright source.

d. Materials containing Privacy Act information that have not been approved by the Installation Privacy Act Officer.

e. Multicolor printing that does not meet the value added criteria listed in AR 25-30, chapter 11.

f. Greeting cards.

g. Regulations that are available through the publication system.

h. Letterhead stationery is not authorized except for major on-post commands (i.e., USAFACFS, USAFAS, USAFATC, III Armored Corps Arty).

- i. For additional restrictions see AR 25-30, paragraph 11.

13. SOME USEFUL TIPS.

- a. Plan early; use reasonable delivery dates.
- b. Consolidate resources when possible.
- c. Be sure it is required to meet your mission.
- d. Make changes after going to print only when absolutely necessary.
- e. Have a good camera ready copy (clear and legible), work saved on a computer disk as a print file, or send via electronic mail.
- f. Edit your work.
- g. Do not create unnecessary forms/certificates. Use forms already available when possible.
- h. Request only the number of copies required.
- i. Print on 8 1/2" x 11" paper when possible.
- j. Request bond paper cover instead of card stock.
- k. Use electronic media and bulletin boards rather than paper when possible.
- l. Review existing publications to consolidate, supersede, or rescind and to reduce distribution and stocking requirements.
- m. Keep face-only printing to a minimum. Always use both sides of the paper when possible.

12. POINT OF CONTACT. For further information or assistance, contact DOIM IAST at 442-6573 or e-mail (heaterj@doimex1.sill.army.mil).

(ATZR-UA)

FOR THE COMMANDER:

OFFICIAL:

JOHN A. YINGLING
Colonel, FA
Chief of Staff

/signed/
PHYLLIS R. BACON
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet